

## OFFSET PRINTING SUPERVISOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3562	Offset Printing Supervisor I	14	661	6 mo.	08/31/94
3563	Offset Printing Supervisor II	14	661	6 mo.	08/31/94

Promotional Line: 338

### Series Narrative

Employees in this series supervise skilled offset press and/or pre-press trade employees in the offset printing process.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Offset Printing Supervisor I** **3562**

Employees at this level are working supervisors of skilled operators engaged in offset press and/or pre-press printing operations. They work under general supervision of a designated supervisor.

An Offset Printing Supervisor I typically--

1. performs and supervises others in performing various duties involved in offset press and/or pre-press printing
2. trains or is responsible for the training of supervised employees
3. is responsible for the care of machines and work rooms
4. is responsible for the quality of completed printing projects
5. orders supplies and maintains inventories for press and/or pre-press areas
6. performs other related duties as assigned

#### **Level II: Offset Printing Supervisor II** **3563**

Employees at this level supervise the work of lower supervisor(s) and skilled operators engaged in offset press and pre-press printing operations. They work under direction of a designated manager.

An Offset Printing Supervisor II typically--

1. supervises lower level supervisor(s) and skilled operators in performing various duties involved in offset press and pre-press printing operations
2. coordinates activities and operations between the various areas supervised

3. directs the training of supervised employees
4. directs care of machines and work rooms
5. directs the planning and implementation of quality control of operations
6. directs the purchase, maintenance, and security of inventories
7. participates in operations of press and pre-press areas as necessary
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO

**Level I: Offset Printing Supervisor I**

**3562**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. five years of experience as a journey-level person in the offset printing trade in either the press or pre-press areas or a combination of the two, including two years experience as a lead worker or head technician. The experience may include apprenticeship and/or recognized vocational training.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of systems, procedures, and supplies used in offset printing operations
2. in-depth knowledge of offset printing equipment
3. supervisory ability
4. mechanical ability

**Level II: Offset Printing Supervisor II**

**3563**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. has credential requirements listed for Offset Printing Supervisor I
2. two years of supervisory work experience in offset printing operations in either the press or pre-press area or a combination of the two, in addition to the training/experience required in #1

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. broad knowledge of systems, procedures, and supplies used in printing operations

2. broad knowledge of offset printing operations and techniques, including both press and pre-press areas
3. supervisory skills
4. ability to coordinate functions in offset printing operations